

# Introduction to CNP Direct Certification



***Released February 2014***

"Introduction to Conducting CNP Direct Certification" is intended for the School Food Authorities in the state of Arizona. All regulations are specific to operating the National School Lunch Program under the direction of the Arizona Department of Education.

# Direct Certification

**Direct Certification** - determining children are eligible for free meal benefits based on documentation obtained directly from the appropriate State or local agency. Children directly certified will automatically receive free meal benefits without submitting a household application.

**CNP Direct Certification** – ADE online searchable database that communicates directly with Department of Economic Security (DES).

**What types of households can be directly certified by communicating directly with DES?**

## **Assistance Programs**

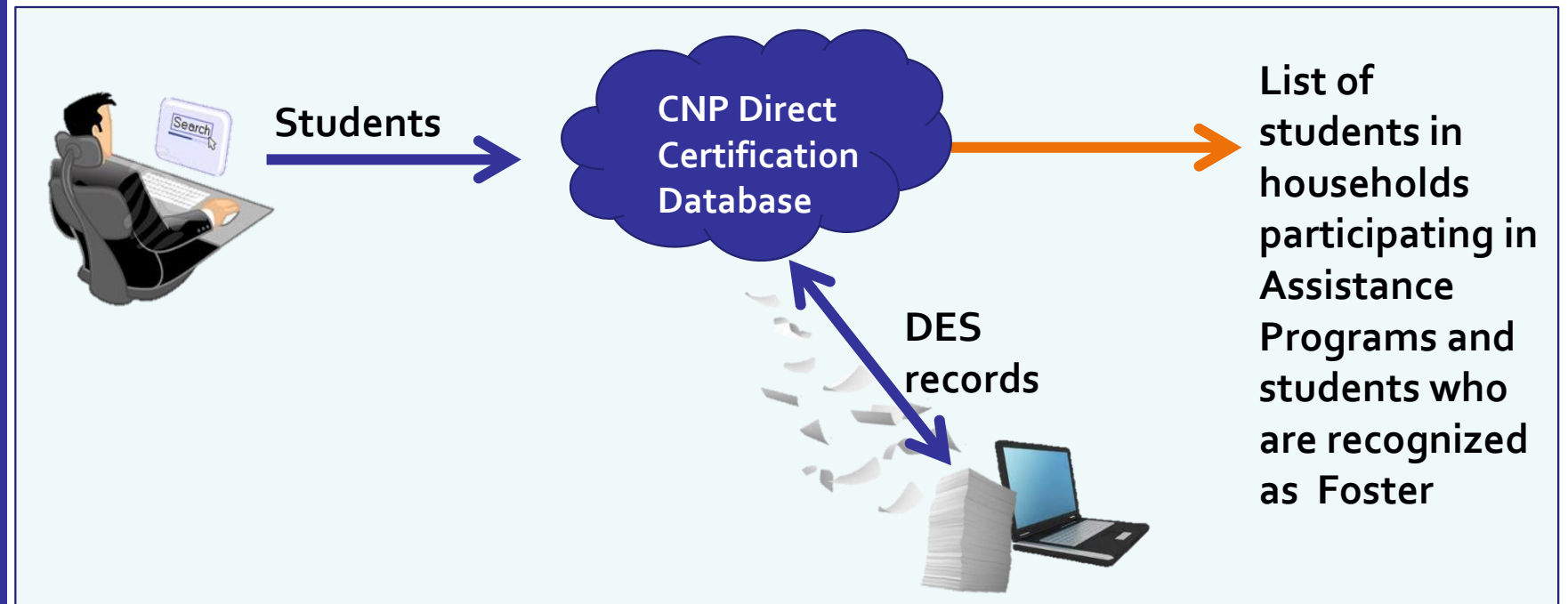
Families who receive benefits through Supplemental Nutrition Assistance Program (SNAP) and Temporary Assistance for Needy Families (TANF) are administered by DES.

## **Foster Children**

# CNP Direct Certification

How can schools know if the child is in a household that is participating in an Assistance Program **WITHOUT** contacting the family?

School's are able to search students through **CNP Direct Certification**. This online search is connected with Department of Economic Security (DES) who administers the SNAP and TANF assistance programs and Foster services.



# Results of CNP Direct Certification

- If any student resulted in a “Match”  
*Reminder: If one child results in a “Match”, all children in that household are considered directly certified and will receive free meal benefits for the program year.*
- If any student resulted in a “No Match”  
*Request documentation/household application from household*

# Search Methods

## How to Search for Students

### FIRST

Choose *HOW* you want to enter the data:

- File Upload- Create a list of students/data to upload into the search bar
- Individual Student Look Up- Type student/data directly into the search bar
- State Match- Find your site within a drop down, enrollment is pre-populated

### SECOND

If you are creating a list (File Upload) or typing in student/data (Individual Student Look Up), you will need to choose *WHAT DATA* to use to “look up” the student.

- Standard- First Name/Last Name/Date of Birth
- Social Security Number
- Student Accountability Information Services (SAIS) ID

# Search Methods

## Reviewing Search Methods and type of Student Data

Searching Method		What student data will you use? (Choose ONE)
<b>File Upload</b>	Create a list of <b>student's data</b> to upload into the search bar	<ul style="list-style-type: none"><li>• Name/Birthdate or;</li><li>• SSN or;</li><li>• SAIS ID</li></ul>
<b>Individual Student Look Up</b>	Type <b>student's data</b> directly into the search bar	<ul style="list-style-type: none"><li>• Name/Birthdate or;</li><li>• SSN or;</li><li>• SAIS ID</li></ul>
<b>State Match</b>	Find your site within a drop down, enrollment is pre-populated	N/A (Students are already entered by their SAIS ID)

## Student Data: SAIS ID

### Student Accountability Information Services ID (SAIS IDs)

- **SAIS Student ID** - Arizona department of education generates each student with a SAIS ID that acts as a student identifier from K-12<sup>th</sup> grade.
- SAIS IDs can be utilized to conduct CNP Direct Certification only if the site annually reports SAIS data to SAIS division of Arizona Department of Education (ADE).

\*If your school does not report SAIS data to ADE, the SAIS upload option will not provide results and will show zero (0) students and matches. This will effect all search methods using SAIS IDs: State Match, File Upload using SAIS IDs and Individual Student Look Up using SAIS IDs.

ADE SAIS: <http://www.azed.gov/student-accountability/>

**SAIS Support Center:**

**Phone: 602-542-7378**

**Toll Free: 1-866-577-9636**

**Email: [ADESupport@azed.gov](mailto:ADESupport@azed.gov)**

# Step by Step Instructions

## **The following are available Step by Step Instructions:**

- How to Conduct Direct Certification using File Upload: SAIS IDs
- How to Conduct Direct Certification using File Upload: SNNs
- How to Conduct Direct Certification using File Upload: Standard Format
- How to Conduct Direct Certification using Individual Student Look Up
- How to Conduct Direct Certification using State Match